

**ACCOUNT CLERK I
ACCOUNT CLERK II**

DEFINITION

To assist other accounting personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll.

DISTINGUISHING CHARACTERISTICS

Account Clerk I: This is the entry level class in the Account Clerk series. This class is distinguished from the Account Clerk II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Account Clerk II: This is the full journey level class within the Account Clerk series. This class is distinguished from the Account Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I

Receives immediate supervision from a manager or his/her designee.

Account Clerk II

Receives general supervision from a manager or his/her designer.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Assist other accounting personnel in performing a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment.

Reconcile records of area of assignment; verify accounting entries to ensure accuracy.

Process, code, enter and verify numerical or financial data related to area of assignment.

Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.

Provide technical support to assigned accounting personnel; research and compile basic technical information related to area of assignment.

Respond to questions from operating departments regarding area of assignment.

Perform special projects and studies; collect and compile statistical and financial data for special reports.

Perform related duties as assigned.

QUALIFICATIONS

Account Clerk I

Knowledge of:

Basic bookkeeping procedures.

Basic mathematics.

English spelling, usage, grammar and punctuation.

Modern office practices, procedures and computer equipment.

Ability to:

On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter/retrieve data; see and read characters on computer screen; and lift light weights; maintain mental capacity which allows for effective interaction and communication with others.

Learn financial record keeping principles and practices.

Learn basic accounting principles.

Learn to use a computer-based accounting system.

Collect, compile and verify accounting data.

Maintain neat and accurate files and records.

Make arithmetical calculations, postings and comparisons rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

Account Clerk II

In addition to the qualifications for Account Clerk I:

Knowledge of:

Principles and practices of account payables, receivables, and payroll systems.

City policy and procedures related to areas of assignment.

Ability to:

Maintain financial records independently.

Operate computer based accounting system.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience performing duties similar to the Account Clerk I in the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.